


<p><b>SUPERIOR COURT OF CALIFORNIA</b></p>  <p><b>COUNTY OF ALAMEDA</b></p>	<p><b>JOB ANNOUNCEMENT</b></p> <p><b>EOE/ADA*</b></p> <p>*If you need assistance with the application process because of a disability, please call (510) 271-5153 or TDD (510) 465-3929</p>	<p><b>24 HOUR JOB HOT LINE #</b></p> <p><b>(510) 208-3906</b></p> <p><a href="http://www.alameda.courts.ca.gov/courts">www.alameda.courts.ca.gov/courts</a></p>
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**DIVISION SECRETARY**  
**(Office of Information Technology)**

**SALARY RANGE:** **\$1,593.75 - \$1,935.00 Bi-weekly + Benefits**

**FILING DEADLINE:** **Thursday, September 28, 2006 at 5:00 p.m.**

**FILING REQUIREMENTS:** **Completed court application form PLUS Supplemental Questionnaire.**

Please send completed application & supplemental questionnaire to:  
**Superior Court of California, County of Alameda**  
**Human Resources & Labor Relations Bureau**  
**1225 Fallon Street, Room 105**  
**Oakland, CA 94612**

The Superior Court of California, County of Alameda is accepting applications for the position of Division Secretary. Under general supervision, the Division Secretary performs a wide variety of difficult and complex secretarial and clerical duties; provides administrative support to a Division Director, Assistant Executive Officer or others; and performs related duties as assigned. The current job vacancy is assigned in the Office of Information Technology in Oakland.

**TYPICAL DUTIES** (May include, but are not limited to the following:)

1. Prepares memoranda, reports, forms, correspondence and other documents from brief instruction and/or rough drafts using word processing, spreadsheet and/or database management software; prepares agendas and attends meetings; takes, transcribes and disseminates meeting notes or minutes.
2. Proofreads and checks drafts and other materials for accuracy, completeness, compliance with court policies and procedures, and correct English usage, including grammar, punctuation and spelling; enters, edits and retrieves data; prepares periodic or special reports from computer systems following established formats and menus; creates macros, forms, reports, spreadsheets and other formats using programmed software to meet court needs.
3. Greets, screens and directs callers in person and over the telephone, often personally handling those originally intended for the administrator; provides information requiring knowledge of administrator's particular area of responsibility; opens, sorts, screens, prioritizes and distributes mail, attaching pertinent correspondence and other relevant data for reference.
4. Relieves management staff of administrative details by routinely and independently performing administrative support tasks such as researching operating problems; responds to inquiries from outside vendors, general public, court or county representatives; answers procedural questions relating to routine payroll and/or personnel matters.

**TYPICAL DUTIES** – Continued

5. Handles a variety of confidential information; records actions to be taken on sensitive matters based on a thorough knowledge of court and/or division policies; and releases information to authorized parties, attorneys and the press as appropriate.
6. Schedules and coordinates meetings and appointments for staff; sets up meetings, contacts participants, reserves rooms, prepares notices and agenda, and assembles materials and/or documents needed for such meetings; and arranges special events.
7. Establishes and maintains office files and records; maintains statistical information; orders supplies, books and equipment; maintains inventory of office supplies; copies documents, reports and a variety of materials; and assembles materials and reports for mailings.
8. Updates and maintains various lists, documents and schedules; gathers and compiles information for various statistical and narrative reports, including locating sources of information, devising forms to secure data and determining proper format for finished reports; may assist in budget preparation and in maintaining financial controls throughout the year.
9. Performs other related duties as assigned.

**MINIMUM QUALIFICATIONS**

**Experience:**

The equivalent to three years of full-time experience as a secretary in an administrative, court or legal environment.

**KNOWLEDGE AND ABILITIES**

***Knowledge of*** modern office methods and practices, including business correspondence and record keeping systems; correct English usage, grammar, spelling, vocabulary and punctuation; proper use of modern office machines and equipment; word processing, spreadsheet and database software applications.

***Ability to*** type accurately at a speed sufficient to perform the duties of the position; perform complex clerical work involving independent judgment; understand and use a variety of business computer software, including word processing, spreadsheet and database applications such as Microsoft Word, Excel and Access; draft, compose and edit correspondence from brief oral or written instructions, using word processing applications; speak clearly and concisely to obtain and to relay information; handle multiple tasks simultaneously; take accurate meeting minutes; apply office procedures and rules; prepare a variety of general and statistical documents and correspondence from rough drafts; pay close attention to details; organize and prioritize work load; complete work under time deadlines; work effectively, independently and as a member of a team; maintain confidentiality of information; establish and maintain effective working relationships with judicial officers, administrators and the public exercising professionalism, tact and diplomacy at all times; work with officials and the general public in routine, emergency and emotional situations; create and/or maintain hard copy and electronic data files; schedule, and arrange appointments and meetings; and operate standard office equipment.

## **GENERAL INFORMATION**

This is a full-time (37.5 hours per week), non-management position. Employment is contingent upon successful completion of a fingerprint check and the provision of appropriate identifying documents to certify eligibility to work in the United States. This position includes a one-year probationary period. The finalist must be fingerprinted for criminal record check purposes and continued employment is contingent upon information received in the report.

***Benefits include medical and dental insurance for employee and dependents, mandatory retirement plan, accrual of 13 sick leave and 10 vacation leave days per year, 13 holidays per calendar year, life insurance, Employee Assistance Program and optional deferred compensation plan.***

The examination process will include the following three components:

- (1) An initial screening of all application materials received by the filing deadline, including Court employment application and supplemental questionnaire.
- (2) A review of the application and supplemental questionnaire to select the best-qualified candidates for the oral interview.
- (3) An oral interview that will be weighted as 100% of the candidate's final score. The oral interview may contain situational exercises.

Failure to submit all the required application materials will result in disqualification in the examination and selection process.

The Court reserves the right to limit the number of candidates invited to the testing process to include only the best qualified candidates should a large number of candidates apply. Successful candidates in the initial application review will be considered further in the selection process.

The components of this recruitment and examination process are subject to change.

***Application forms may be obtained at the  
Human Resources & Labor Relations Bureau,  
1225 Fallon Street, Room 105, Oakland,  
8:00 a.m.-5:00 p.m., Monday-Friday, at our website, [www.alameda.courts.ca.gov/courts](http://www.alameda.courts.ca.gov/courts)  
or by calling our 24-Hour Job Hotline at 510-208-3906.***

Dist: All SCT; official bulletin boards; CraigsList; Alameda Cty Depts.

Opened on September 14, 2006 with an application filing deadline of September 28, 2006.

**DIVISION SECRETARY**  
**(Office of Information Technology)**  
**SUPPLEMENTAL QUESTIONNAIRE**

The examination process consists of an initial review of candidates' applications and supplemental questionnaires to verify possession of the minimum qualifications. Applicants who best meet the qualifications for this position will be considered further in the selection process.

A properly completed Supplemental Questionnaire must be submitted with your application. The questionnaire and the application form will be used in evaluating your qualifications. Please answer the following questions on a separate sheet of paper and submit with your completed application form by 5:00 p.m. on the last day for filing. *Failure to submit a Supplemental Questionnaire will result in disqualification.*

1. Do you possess a minimum of three years full-time work experience as a secretary in an administrative, court or legal environment? If so, please describe your experience providing secretarial or administrative support to various levels of management within the organization. Include in your response, the name of the employer you worked for, title of your position, title(s) of the individuals you supported, and your specific role and major responsibilities.  
☐ Yes                      ☐ No
2. Does your work experience include preparing, maintaining and/or editing a variety of reports, correspondence, lists, contracts, written documents and forms? If so, please describe the types of documents and your specific responsibilities.  
☐ Yes                      ☐ No
3. Do you possess work experience greeting, screening and directing the general public in person and over the telephone? If yes, please describe your specific role and responsibilities, the customers you had contact with and the types of situations you handled.  
☐ Yes                      ☐ No
4. Does your work experience include performing multiple tasks (or projects) simultaneously? If so, please cite one example describing the types of tasks (or projects) you performed simultaneously and the title(s) of the individuals requesting the work.  
☐ Yes                      ☐ No
5. Does your work experience include utilizing word processing, and/or database software programs? If so, please list the names of software programs you have used and a brief description of how you utilize it.  
☐ Yes                      ☐ No

***I hereby certify that all information presented is true and based on my background, skills and work experience. I agree and understand that misstatements or omissions of material facts herein may forfeit my rights to any employment in the service of the Superior Court of California, County of Alameda.***

**PRINT NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_